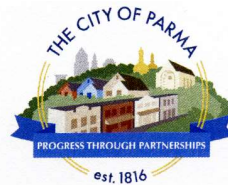




City of Parma, Ohio

TIM DeGEETER
MAYOR



1440 Rockside Road, Suite 306
Parma, Ohio 44134
May 11, 2021

PUBLIC HOUSING

Phone: 216-661-2015
Fax: 216-661-2021

We have reviewed your application packet. Prior to issuing a voucher for the Housing Choice Voucher program, all applicants must attend a voucher briefing session. This **mandatory** online Housing Choice Voucher BRIEFING appointment has been scheduled for **TUESDAY, MAY 25, 2021, at 2:00 pm**. The meeting will be conducted via ZOOM. **Attached are the instructions to connect using Zoom.** You may also go to our website "**parmahousing.org**" and click on the link "**MAY VOUCHER BRIEFING HCV: MAY 25, 2021 2:00 PM Eastern Time (US and Canada)**". **You must download ZOOM before attempting to connect.**

Due to the importance of this briefing, we request that you view the briefing in a quiet uninterrupted environment. If you are not present in the online briefing by 2:15 PM, your name will be removed from the wait list. If you are unable to connect to the internet, please call our offices and we will arrange an in-person briefing on May 28, 2021, at 10:00 a.m. or 2:00 p.m. In person briefings are by appointment only.

IF YOU STILL HAVE OUTSTANDING DOCUMENTS, YOU WILL NOT RECEIVE A VOUCHER UNTIL ALL DOCUMENTS HAVE BEEN SUBMITTED. Outstanding documents must be submitted on or before **May 21, 2021**, in order to receive a voucher. Your name will be removed from the wait list if you have missing documents after this date. **Bring a signed copy of this letter with you to voucher pickup.**

Your voucher will be ready for pickup at the Parma Public Housing Agency offices on **MAY 27, 2021** between the hours of 9:00 a.m. to 3:30 p.m. **Parma Public Housing Agency, 1440 Rockside Road, Suite 306, Parma, Ohio 44134.**

WE ENCOURAGE YOU TO PICK UP YOUR VOUCHER ON THE DESIGNATED DATE. YOUR VOUCHER WILL BE WITHDRAWN AND YOUR NAME REMOVED FROM THE WAITLIST IF YOUR VOUCHER IS NOT PICKED UP WITHIN 5 DAYS AFTER THE DATE DESIGNATED ABOVE.

There will be a question and answer period following the briefing. If you have other questions, please contact the PPHA at (216) 661-2015.

Sincerely,
Parma Public Housing Agency

I have been informed of the above meeting. I was present at the briefing.

<<Tenant Full Name>>

Date

